

# Acceptable Documents

## For an Individual Titling a Vehicle in Virginia

To title a vehicle in Virginia, you must show one proof of address. If you have a Virginia driver's license, learner's permit, ID card or title, you will not be required to show proof of address.

You are not required to be a Virginia resident to title a vehicle in Virginia: however, you must show proof of your residential address. The name and address on the document must be the same as it appears on the application for title – a post office box or business address is not acceptable. Refer to the list below for documents you can use as proof of address.

All documents must be originals and may be subject to verification with the issuing entity prior to acceptance. Photocopies will not be accepted. DMV may require additional documents. DMV will not accept a document when there is reason to believe it has been altered, fraudulently obtained or is fake, forged, counterfeit or otherwise non-genuine or illegitimate. Foreign documents will be accepted only if accompanied by an English translation from an embassy or accredited school of foreign language.

Falsifying information on an application is a criminal offense.

The acceptable documents listed in this publication may change without prior notice.

## Proof of Address Documents

- ◆ Payroll check stub issued by an employer within the last two months
- ◆ U.S. Internal Revenue Service tax reporting W-2 form or 1099 form (not more than 18 months old)
- ◆ Original monthly bank statement not more than two months old issued by a bank
- ◆ Annual Social Security statement for the current or preceding calendar year
- ◆ Utility bill, not more than two months old, issued to the applicant (examples include gas, electric, sewer, water, cable or phone bill). Cellular phone and pager bills are not accepted.
- ◆ Receipt for personal property taxes or real estate taxes paid within the last year
- ◆ Current automobile or life insurance bill (cards or policies are not accepted)
- ◆ Certified copy of school records/transcript from a school in which the applicant is currently enrolled, issued by a school accredited by a U.S. state, jurisdiction, or territory (report cards are not accepted)
- ◆ Voter registration card
- ◆ Driver's license, learner's permit or DMV-issued photo ID cards displaying the applicant's current address
- ◆ Current homeowners insurance policy or bill
- ◆ Cancelled check (not more than two months old) with both name and address imprinted
- ◆ Deed, mortgage, monthly mortgage statement, or residential rental/lease agreement
- ◆ U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label (must display the applicant's full name)



P. O. Box 27412  
Richmond, Virginia 23269  
1-866-368-5463 (DMV-LINE) or  
1-800-435-5137

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